HUMAN SERVICES RESEARCH ANALYSTS

Mathematica Policy Research is a nationally recognized, nonpartisan research organization dedicated to improving public well-being. We conduct policy research, technical assistance, data collection, and data analytics that meet the highest standards of quality and objectivity. Our clients are primarily federal, state, and local government agencies, and private foundations.

In our Human Services Division, staff work on projects in the following domestic policy areas:

- **Family support** (sample projects: advising state TANF administrators on evidence-based ways to increase program engagement, and providing technical assistance to reduce youth homelessness)
- **Education** (sample projects: building state and district capacity to use data, studying supports for teachers and principals, and conducting a systematic review of research on education interventions)
- **Early childhood** (sample projects: nationally representative studies of Head Start and Early Head Start, and conducting a systematic review of research of home visiting programs)
- **Labor** (sample projects: evaluating the impact and implementation of employment and training programs, and engaging staff in workforce development programs in a continuous improvement approach to learn, innovate, and improve)
- **Nutrition** (sample projects: researching initiatives to address childhood hunger, and estimating the impact of changes to the SNAP program)

We are looking for Research Analysts to join our team in the Human Services Division. Research Analysts typically work across multiple domestic policy areas. Analysts may work on primary research studies (e.g. randomized evaluations of programs), perform secondary research (e.g. analyzing existing data or conducting a systematic review of research), or provide technical assistance on evaluation design and program implementation to other organizations.

**Key project activities** for Human Services Research Analysts include the following:

- Contributing to systematic reviews of existing research
- Conducting technical assistance activities, including advising on research-based strategies and supporting program implementation
- Organizing, designing, and facilitating onsite and virtual planning sessions, trainings, and other meetings with school districts and federal, state, and local social service agencies
- Supporting researchers and programmers in conducting quantitative analyses with large databases to determine program outcomes, data analytics, and policy simulations
- Conducting in-depth interviews or focus groups and performing qualitative analyses
- Writing a range of products, including (1) memoranda, briefs, or reports summarizing key findings, potential recommendations for improvement, and practice-focused lessons learned; (2) practitioner-focused documents, including implementation guidance, training curricula, and strategic planning tools; and (3) technical assistance briefs
- Tracking financial progress of projects, and preparing reports for monthly project reviews

As a Research Analyst, you would join our staff of research professionals, which includes doctoral-level researchers in the fields of public policy, economics, and other social sciences, as well as master's-level analysts, and bachelor's-level research assistants and programmers. We offer our employees a stimulating team-oriented work environment, competitive salaries, and a comprehensive benefits package, as well as the advantages of employee ownership.

**Qualifications:**

- Master’s degree in public policy, social work, sociology, economics, statistics, or a related field, or equivalent experience
- Rigorous training in quantitative and/or qualitative research methods
- Experience in or aptitude for designing and facilitating strategic planning processes
- Strong interpersonal skills, including a demonstrated ability to deal tactfully and diplomatically with clients and other external stakeholders
- Excellent oral and written communication skills
- Working knowledge of current policy issues in one or more of the following areas: family support, education, early childhood, labor, nutrition, or other relevant areas
- Work experience with a policy research organization, state or federal government, foundation, school, or human services program is desirable

Applicants must submit a cover letter, resume, writing sample that demonstrates analytic thinking (preferably illustrating research or analysis skills on a policy-related topic), transcripts (unofficial or official), and contact information for three references.

**Available locations:** Princeton, NJ; Washington, DC; Cambridge, MA; Oakland, CA; Chicago, IL

Applicants must submit a cover letter, resume, writing sample that demonstrates analytic thinking (preferably illustrating research or analysis skills on a policy-related topic), transcripts (unofficial or official), and contact information for three references. To apply, visit (PLEASE COPY AND PASTE URL INTO BROWSER): https://careers.mathematica-mpr.com/job/princeton/human-services-research-analyst/727/9937604
HOW TO APPLY

(1) Visit Mathematica’s career opportunities website at http://www.mathematica-mpr.com/Employment/

(2) Select the “Career Opportunities” link from the left navigation menu, then follow the directions to search available positions by position title, location(s), and/or functional area(s). Next select “Search”.

(3) When a position of interest is selected, click “Apply Now” and begin creating your application.
   - A resume will be a required document that must be attached to complete the online application process.
   - Many of our positions require additional supporting documents (for example, transcripts, writing samples, references, or letters of recommendation). Please review the posting carefully to determine what supporting documents are required for the position to which you would like to apply.
   - There is a maximum file size of 2000 KB for any file uploaded to Mathematica’s online application system.
   - Transcripts can be unofficial.

(4) You can review the status of your application by logging into the system with the unique user name and password created during the application process.

General questions and inquiries about working at Mathematica, employment, positions, and the online application system should be sent to the HR mailbox at HumanResources@mathematica-mpr.com.

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

As an equal opportunity-affirmative action employer, we strongly encourage applicants of all racial, ethnic, and cultural groups.